



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

**Alaska Workforce Investment Board
Executive Committee**

Tuesday, June 9 2009 - 10:00 a.m.

Teleconference: 1-888-354-0094, Conference ID#4461969

Meeting Minutes

- **Call to Order** ☒ Jim Lynch, AWIB Chair; ☐ Neal Foster, AWIB Vice Chair; ☐ Doug Ward, WR/EP Chair; ☒ Jim Laiti, Policy Planning Chair; ☐ Linda Hulbert, Legislative Chair; ☒ Chris Gregg, Youth Council Chair; ☒ Dave Rees, Assessment and Evaluation Chair

Roll call was taken by Louise Dean, a quorum was present. Chair Lynch called the meeting to order at 10:17 a.m.

- **Staff:** Louise Dean, Program Coordinator; Bejean Page, Administrative Assistant
- **Guests:** Sharlene Berg, Board Member; Mae Hank, Board Member; Michelle Zenger, Board Member; Kathy Craft, Board Member

- **Approval of Agenda**

MOTION to approve agenda by Dave Rees

SECONDED by Chris Gregg

Vote taken

MOTION carries

- **Approval of Minutes - May 12, 2009**

MOTION to approve May 12, 2009 Exco meeting minutes with clarification with Mike Shiffer to paragraph 11 on page 2 and correct if needed by Jim Laiti

SECONDED by Dave Rees

Vote taken

MOTION carries

- **Action Items**

1. May 2009 AWIB Meeting Minutes

MOTION to approve May 2009 AWIB meeting minutes as corrected to public testimony and action tracker regarding Eldon Davidson's request for support for gym facility upgrade at SAVEC by Dave Rees

SECONDED by Chris Gregg

Vote taken

MOTION carries

- **Discussion Items**

1. Review of May AWIB Assignments and Action Tracker - Chair Lynch reviewed the action tracker from the May AWIB meeting with committee members. Louise will update the May AWIB meeting action tracker. There was discussion about the Exco action tracker item "Review Article XIII of bylaws". It was reiterated that currently the committees will follow Roberts Rules of Order regarding a quorum in committee meetings. A committee may meet if there isn't a quorum, but the committee may not take action. If the Exco didn't want the committees to follow this procedure the board would have to change the bylaws to not require committees to follow Roberts Rules of Order. Chair Lynch would like to review this again in June 2010 to see if this is still a problem after the new committee assignments.
2. Committee Assignments - The Exco reviewed the committee preferences submitted by board members. There were some requests submitted after the Exco meeting. Louise will update the committee request document and forward to Greg and Jim for review. Chair Lynch indicated there has been discussion about inviting other's outside of the board to participate in committee meetings. They would not be voting members. He requested this be verified in the bylaws and Roberts Rules of Order.

- **Reports**

1. Director - Greg Cashen
Greg gave an update to the Exco. He indicated the priority of the meeting was to identify committee assignments in order to balance the committee membership. There are quite a few tasks from the May action tracker which can be worked in committee. The staff is continuing to work on assignments from the board meeting. He will be meeting with Dave Rees to set up meeting dates for the Assessment and Evaluation Committee.
2. Chair - Jim Lynch
Chair Lynch indicated he would like to revisit the idea of the Exco meeting being longer than one hour.
3. Committees - Committee Chairs
There weren't any reports from committee chairs at this meeting.

- **Other Items:** Questions from AWIB Members

- **Adjournment:** Next Ex Co Meeting July 14th
MOTION to adjourn at 11:01 by Jim Laiti
SECONDED by Chris Gregg
MOTION carries

Executive Committee

**ACTION TRACKER
June 2009**

WHO	WHAT	DUE BY	STATUS
Executive Committee/ Greg Cashen	Identify direction for Division of Public Assistance to work more closely with AWIB		Need to clarify what AWIB role can be. Kathy Craft is willing to help with this.
Executive Committee	Make sure that we are working closely with DOLWD and DEED to connect industry with education and careers. Chair asked that this be put on the agenda.	Follow up at next Exco meeting	Move to WREP/Doug Ward
Executive Committee	Develop and approve agenda for October board meeting.		Will work on in July
Executive Committee	Include update from Diane Maples from Alaska Tech Prep on October meeting agenda		Will work on in July
Executive Committee	Consider Action pursuant to SAVEC request for training center investment. Evaluate if necessary		Will work on in July
AWIB Staff	Flow chart of AWIB. Start with original documentation from AHRIC	9/15/09	Needs to be assigned to staff